



**Alaska Air National Guard Announcement Number: AKANG 11-17**

**Position Title: MILITARY PAY TECHNICIAN**

**AFSC: 6F0X1**

**Grade Req: MIN E-3**

**MAX E-5**

**Unit/Duty Location: 176<sup>th</sup> Comptroller Flight, Kulis ANGB, Anchorage, Alaska**

**OPENING DATE: 23 NOVEMBER 2010**

**CLOSING DATE: 7 DECEMBER 2010**

**WHO MAY APPLY/AREAS OF CONSIDERATION: LOCALLY (All Alaska Air National Guard members)**

**AREA OF CONSIDERATION:** *Applications for this announcement (AKANG 11-17)* that will be forwarded for consideration will consist of all 1) Alaska National Guard personnel who currently hold the advertised AFSC at the advertised skill level and meet the grade requirement listed above or 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement \*\*AGRs who do not possess advertised AFSC must sign a statement stating they will retrain to the required AFSC upon accepting the position within 12 months.\*\*

**SELECTING SUPERVISOR: SMSgt Kaprice Zuke**

**Duties:**

- Determine and process military/technician and/or travel pay entitlements and related pay actions in support of ANG units including assigned geographically separated units
- Provide customer service, financial decision support, services, and resources
- Provide interpretation of travel guidance to unit commanders, RAs, orderly room personnel, and other customers
- Determine appropriate remarks, various per diem rates, meal statements, and lodging availability
- Resolve most complex pay issues; Recommends methods, techniques, and procedures to improve operations
- Provide information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulation
- Brief travel entitlements for deployments, schools, long tours, and newcomer orientations
- Assist financial manager and agency program coordinators in briefing the use and payment of the government travel card
- Responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel
- Make standard and non-standard payroll submissions
- Utilize pay systems, which consist of numerous database applications, transactions and adjustments
- Responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel
- Make standard/non-standard payroll submissions
- Utilize pay systems, which consist of database applications, transactions and adjustments
- Troubleshoot errors in the pay systems to determine if a system deficiency or a coding problem causes errors
- Evaluate and resolve a variety of complex and special pay issues often requiring extensive research and audits of member's accounts, researching pay histories from several months to years
- Process travel advances and accrual payments for extended TDYs and deployments
- Accomplish manual computations for complex travel claims, e.g., constructive cost comparisons
- Process TDY and complex PCS travel claims using automated travel system
- Review vouchers to determine appropriate leave charges and forwards Travel Voucher to Pay Entitlements section
- Establish debt collection procedures in conjunction with disciplinary actions and over payments
- Create unit payroll rosters; Audits suspense reports/military pay rejects with unit personnel
- Apply internal management control procedures for all payroll functions
- Prepare/process complicated pay actions such as incapacitation pay, incentive pay, workday controls, and bonus pay
- Conduct daily/monthly audits of all payroll actions for accuracy and proper entitlement
- Perform additional duties as assigned

**Initial Eligibility Criteria:**

**APTITUDE REQUIREMENT  
GENERAL- 57**

**PHYSICAL PROFILE  
PULHES – 333333**

**SECURITY CLEARANCE  
Secret**

**Preferred Qualifications:**

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|---|---|---|
| <p>➤ Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions</p> | <p>➤ Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses</p> | <p>➤ No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud</p> |
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**Applicants need to submit Current Records Review Rip (vMPF RIP)\***

**\*See page 2 for All Required Documentation needed**

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Applicant must be medically qualified IAW AFI 48-123. Induction physical must be conducted not more than 24 mos prior to entry on AGR duty
Applicants must meet the fitness assessment standards at the time they are placed into the AGR program	Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicants must indicate in writing their willingness to be administratively reduced in rank if assigned to the position. Package will not be forwarded without statement.	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

***BRAC CLAUSE - As a result of the 2005 Defense Base Closure & Realignment Commission (BRAC), Kulis AGS AK is scheduled to relocate to Elmendorf AFB AK NLT 2011 at which time Elmendorf AFB will replace Kulis AGS as the "duty" location. Since Elmendorf is well within "commuting" distance of Kulis AGS (defined as 50 miles), employees will not be eligible for any relocation costs.***

**APPLICATION PROCEDURES:** Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Fort Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Item 4 is requested *by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP
3. CURRENT Fitness Assessment Results (from AFFMS)
4. CURRENT Worldwide Deployability statement (from clinic)

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**\*\* Alaska Air National Guard - AGR's who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months.\*\***

#### QUESTIONS:

The HRO Liaison- 176<sup>th</sup> Force Support Flight, MSgt Kelly Shewfelt, 907-249-1310 (DSN 317-626-1310)  
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.